

## **EDITED TASK LISTING**

### **CLASS: Cook Specialist I, (Correctional Facility)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Prepares various food items that require less skill for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, etc., on an as needed basis.
2.	Supervise inmates/wards in the preparation of various food items that require less skill for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, etc., on an as needed basis.
3.	Cook various food items that require less skill for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, etc., on an as needed basis.
4.	Supervise inmates/wards in the cooking of various food items that require less skill for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, etc., on an as needed basis.
5.	Dispense/serve various food items for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, etc., on an as needed basis.
6.	Supervise inmates/wards in dispensing/serving food to inmates/wards and staff in order to provide meals utilizing safe food practices, standardized serving portions, various specialized equipment and cooking utensils, etc., on an as needed basis.
7.	Clean and sanitize cooking utensils, equipment, and work areas in order to keep the kitchen (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, etc., utilizing cleaning supplies, and following laws, rules and regulations (e.g., California Retail Food Code, etc.), etc. on an as needed basis.

## **EDITED TASK LISTING**

### **CLASS: Cook Specialist I, (Correctional Facility)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>8.</b>	Supervise inmates/wards in cleaning and sanitizing cooking utensils, equipment, and work areas in order to keep the kitchen (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, etc., utilizing cleaning supplies, and following laws, rules and regulations (e.g., California Retail Food Code, etc.), etc. on an as needed basis.
<b>9.</b>	Weigh and measure ingredients for the preparation of meals in order to provide the correct amount needed in recipes, ensure quality control and consistency of product, etc. utilizing safe food practices, weighing and measuring devices, etc., on an as needed basis.
<b>10.</b>	Participate in training classes in order to improve work/job skills, etc., utilizing formal and informal training classes, etc. on an as needed basis.
<b>11.</b>	Train inmates/wards in the preparation, serving, cooking, etc. of food that requires less skill in order to improve cooking skills and have a trained workforce, etc., utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, effective communication skills, etc. on an as needed basis.
<b>12.</b>	Assign work to inmates/wards that requires less skill in order to accomplish the kitchen's (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) day-to-day activities, etc. utilizing effective communication skills, basic supervision skills, etc. on a continual basis.
<b>13.</b>	Participates/recommends the inmates/wards corrective/discipline process in order to improve inmate/ward performance or address issues of substandard performance, maintain safety and security of the facility, etc. by utilizing CDCR forms, personal computers, effective communication skills, basic supervision skills, Disciplinary Decision Making System (DDMS), Departmental policies and procedures, etc. on a continual basis.

## **EDITED TASK LISTING**

### **CLASS: Cook Specialist I, (Correctional Facility)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>14.</b>	Inspect inmates/wards in order to ensure personal hygiene standards have been met, etc. utilizing effective communication skills, basic supervision skills, personal observation skills, laws, rules, and regulations (e.g., California Retail Food Code, etc.), on a daily basis.
<b>15.</b>	Prepare written documents (e.g., records, reports, etc.) in order to comply with Departmental policies and procedures, laws, rules and regulations (e.g., Federal School Breakfast and Lunch Program, etc.), etc. utilizing Departmental policies and procedures, laws, rules and regulations, etc. on a daily basis.
<b>16.</b>	Assumes the responsibility of the Cook Specialist II/Baker I (CF) in their absence in order to accomplish the completion of the daily functions, during urgent situations by organizing and directing inmates/wards in resolving the critical issues, etc. utilizing effective communication skills, established policies and procedures, basic supervision skills, etc. on an as needed basis.
<b>17.</b>	Receive various supplies (e.g., food, cleaning, paper, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, etc.) etc., on an as needed basis.
<b>18.</b>	Store various supplies (e.g., food, cleaning, paper, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, etc.) etc., on an as needed basis.
<b>19.</b>	Rotate various supplies (e.g., food, cleaning, paper, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, etc.) etc., on an as needed basis.